

insure the image properly fits on A4 paper. The Contractor shall allreproduced copies meet the standards set forth in section C.9.1.

C.8.6.1.4 Unless otherwise directed by the Government, all reproduced copies should be simplexed; reproduced copies shall not bestapled unless specifically requested on the copying request form. Copies of the application papers shall be loosely inserted in the application file; other reproduced copies shall be associated with the source documents. Files and/or document bundles shall be secured with a rubber band by the Contractor as necessary.

C.8.6.1.5 The Contractor shall date/time stamp each copying request form after completing the requested work and shall associate the stamped request form with the original and reproduced copies. After changing the PALM location information for application files, the Contractor shall insure all work is delivered to the designated location according to the following schedule:

--Files picked up in the morning: Reproduction shall be completed and the original and all reproduced copies returned to the designated location no later than the following morning's pickup (e.g., files picked up at 10:00 a.m. Monday shall be delivered Tuesday during the 10:00 a.m. pickup).

--Files picked up in the afternoon: Reproduction shall be completed and the original and all reproduced copies returned to the designated location no later than the afternoon's pickup (e.g., files picked up at 3:00 p.m. Monday shall be delivered Tuesday during the 3:00 p.m. pickup).

C.8.6.1.6 When delivering work to the copy center, the Government will date/time stamp each request before placing it in the designated location and will insure a desired turnaround tiem is indicated. The Government Representative is the only individual authorized to submit copying requests with a 1-or 4-hour turnaround time. The Government will provide copier paper other than A4 when required. The Contractor shall process all copying requested delivered to the copy center in accordance with sections C.8.6.4.and C.8.6.5, above.

C.8.6.1.7 After completing the requested work, the Contractor shall date/time stamp each copying request form delivered to the copy center, shall associate the stamped request form with the original and reproduced copies, and shall place the completed work in the designated location. The Contractor shall insure that all work is completed and ready for pickup in accordance with the turnaround time indicated on the request form. The Government may request Contractor delivery of work having an 8-hour turnaround. When delivery is requested, the Contractor shall insure all copying is completed and delivered in accordance with the schedule in section C.8.6.6.

C.8.6.1.8 At the conclusion of each workday, the Contractor shall record the daily meter reading for each copier machine on a Weekly Count Sheet-PCT Copying (see Section J, exhibit 54). The Contractor also shall complete the Weekly Count Sheet to reflect the daily count of images, documents and rework images, and associated totals and shall forward the report each Monday to the COTR and to the Government Representatives as designated by the Government.

C.8.6.1.9 The Government will inspect the Contractor's work in accordance with the Inspection and Acceptance Plan set forth in Section

E. Unacceptable work will be redone by the Contractor within 4 hours at no cost to the Government.

C.8.6.2 COPY ASSEMBLY (CLIN 16b)

C.8.6.2.1 At least twice daily, the contractor will retrieve from the PTO Copy Center multiple application copies, forms packages, and associated file jackets and shall assemble complete Home, Search, and Record Copies of each application as appropriate. The contractor shall provide 8-hour turnaround on application file assembly.

C.8.6.2.2 The batch sheet for each package of completed documents retrieved by the contractor shall be date/time stamped by the contractor upon receipt. The contractor shall quality check the complete package to insure the correct number of copies were made, the copies are legible, and they conform to contract standards (see section C.9.1.4 of the Statement of Work). The contractor shall annotate the batch sheet for any application with deficiencies and shall return the package to the Copy Center for correction.

C.8.6.2.3 The contractor shall verify the accuracy and completeness of file content annotations; problems or deficiencies shall be returned immediately to the Government. The application papers and forms packages shall be sorted and assembled into three complete application packages: A Home Copy, Search Copy, and Record Copy. The contractor shall stamp documents, punch holes, insert papers into file jackets and otherwise process documents as directed by the Government. Completed application packages shall be distributed to designated locations.

C.8.6.2.4 The Government will inspect the contractor's work in accordance with the Inspection and Acceptance Plan set forth in Section E. The contractor shall, within 4 work hours, correct any deficiencies identified during inspection at no additional cost to the Government.

C.8.7 FILE ROOM MAINTENANCE

C.8.7.1 File Room maintenance has as its objective the control and ready retrieval of patent applications and other related documents housed in various file rooms throughout the PTO, the association of documents with those files, and general "housekeeping" and maintenance functions.

C.8.8 PCT FILE ROOM (CLINS 17a and 18a)

C.8.8.1 PCT File Room maintenance has as its objective the control and ready retrieval of national and international patent application and related files housed in the PCT International Division and the association of documents with those files. Currently, there are approximately 35,000 International Applications (both home and search copies), National Stage Applications, and Article 20 folders housed in the International Division file room. Files are maintained in serial number order or country and date order. Section J, exhibit 75 contains estimated work volumes.

C.8.8.2 The Contractor shall staff the PCT File Room at all times on all scheduled work days (normally Monday through Friday) from 6:30 a.m. to 6:00 p.m. In addition, as requested by the Government, the Contractor shall staff the file room on an overtime basis each evening for some or all of the

hours between 6:00 p.m. and 8:00 p.m. and on Saturdays for some or all of the hours between 6:30 a.m. and 5:00 p.m. On any regular workday (i.e., Monday through Friday) when file room staffing between 6:00 p.m. and 8:00 p.m. is required, the Government will notify the Contractor no later than 2:00 p.m. of that day. If staffing of the file room is required on Saturday, the Government will notify the Contractor no later than 2:00 p.m. of the previous workday. The Contractor shall insure that all contractor personnel working in the PCT file room sign in and out of the area on log sheets provided by the Government for this purpose.

C.8.8.3 The Government will establish central pickup/delivery locations for all work required under CLIN 17a. As required in the following sections, at 10:00 a.m. and 3:00 p.m. each workday the Contractor shall remove from and/or return to those locations the appropriate files or other materials. After each scheduled pickup, the Contractor shall promptly time/date stamp all batch sheets upon arrival at the file room. After completing required activities, the Contractor again shall promptly time/date stamp all batch sheets and shall complete the bottom portion of the form as appropriate. Batch sheets shall be returned to the Government as directed. The Contractor shall record the date and time of each pickup on a Contractor's Daily Log Sheet--PCT (see Section J, exhibit 70) which will be provided by the Government at each designated pickup location. The completed log sheets will be collected by the Government Representative at the end of each week.

C.8.8.4 To request association of Article 20 papers with U.S. application files ("file wrappers"), the Government will place the application files in the designated pickup locations) with a batch sheet (see Section J, exhibit 28) identifying the required action. The Contractor shall process all Article 20 association requests within 8 hours of pickup. The Contractor shall pickup and deliver these files to the file room and shall promptly enter the correct information for each file into the PALM system. If the PALM system is non-operational, the Contractor shall notify the Government Representative but shall proceed to locate the appropriate Article 20 folders. The Contractor shall locate the appropriate Article 20 folder and shall loosely insert the Article 20 paper(s) into the middle section of each application file. The Contractor shall remove the green charge card (see Section J, exhibit 72) from the application file and insert the card in the location where the, Article 20 folder was previously housed. If no charge card is provided in the application file, the Contractor shall obtain and complete a blank card. The Contractor shall enter code 1678 into PALM for each application file and shall either deliver or file the applications in accordance with the instructions on the batch sheet. If the files are to be left in the file room, the Contractor shall file the applications in the appropriate location in the file room and shall return the properly completed batch sheet to the Government during the next regularly scheduled delivery. If the files are to be delivered to the requester, the Contractor shall change the PALM location for each file and shall deliver the files and the properly completed batch sheet to the appropriate location during the next regular delivery period. If PALM is non-operational, the Contractor shall suspend placement/delivery of the application files until such time as the 1678 code and the files' location can be entered into PALM.

C.8.8.5 If the Article 20 folder is not present in the appropriate location on the shelves, the Contractor shall conduct a reasonable check of the immediate area to insure the folder is not mis-filed. If this check fails to locate the folder, the Contractor shall complete an Article 20 Folder Unavailable Form (see Section J, exhibit 73), shall insert the form into the application file, and shall file in the appropriate location the green charge card contained in the application file. After changing the location information in PALM, the Contractor shall return all such application files to the Government along with the properly completed batch sheet.

C.8.8.6 Article 20 application documents are received each week from the foreign offices. The Government will batch these documents, attach a Filing Batch Sheet, and deliver them to the file room. The Contractor shall insure that each document is inserted in the correct Article 20 folder within 1 week of receipt unless otherwise directed by the Government. If a green charge card is present on the shelf in place of a required folder, the Contractor shall note the US application number on the document to be filed. Using the US application number and PALM code 2952, the Contractor shall determine the application file's location. If the application is in the file room, the Contractor shall locate the file and insert the documents. If the application is not in the file room, the Contractor shall attach the documents to a Documents Unable to be Filed Form (see Section J, exhibit 74), enter the PALM location code information, and return the documents to the Government Representative.

C.8.8.7 If neither an Article 20 folder nor a green card is present on the file room shelves, the Contractor shall retrieve an empty accordion folder. Using a marker in the designated color, the Contractor shall mark the file number (i.e., PCT/country code + year/sequential number) across the top edge of the folder, shall insert the application documents, and shall place the folder in the appropriate location. Prior to placing the folder on the shelves, the Contractor shall, as appropriate, update inventory information on Article 20 folders housed in the file room. The Contractor shall return the properly completed batch sheet to the Government after processing of the batch is completed.

C.8.8.8 The Government will request retrieval of specific files by placing a PCT Central Files Request Form (see Section J, exhibit 29) in a designated pickup location. The Contractor shall retrieve file requests during scheduled pickups and shall, upon return to the file room, promptly date/time stamp the request. The Contractor shall determine each file's location by checking the PALM system or referring to a Government-provided PALM printout. The Contractor shall retrieve each requested file, shall use the appropriate PALM code to charge out each file, shall date/time stamp the completed file request, and shall deliver the request form and the files to the appropriate location during the next regularly scheduled run. Any PALM printouts provided by the Government shall be returned with the files. If after a reasonable search of the file room the Contractor is unable to locate a requested file, this will be noted on the request form next to the file number or, if a PALM printout was provided, on the printout next to the file number. For any file not locatable in the file room, the Contractor shall verify the location code contained in PALM. If PALM shows a code for a location other than the file room, the Contractor shall note that code on the request formal printout. Annotated request forms and associated printouts shall be returned to the Government during the next regularly scheduled run.

C.8.8.9 The Government also will request retrieval of specific files by delivering a PCT Central Files Request Form to the File Room window. If the request is left at the window, the Government will date/time stamp the request form before placing it in the designated location. If immediate retrieval of the files (up to a maximum of 5 files) is requested, the Contractor shall date/time stamp the request immediately upon being handed the request. The Contractor shall retrieve each requested file, shall use the appropriate PALM code to charge out the file, and shall date/time stamp the completed request form. In the case of immediate retrieval requests, the Contractor shall turn over the file(s) and the request form to the waiting requester. If files are to be picked up by the Government, the Contractor shall bundle the request form and the located files and shall place the bundle in the designated pickup location at the file room window. If after a reasonable search of the file

room the Contractor is unable to locate a requested file, this will be noted on the request form next to the file number. In addition, the Contractor shall verify the location code contained in PALM and shall record this location code on the request form next to the appropriate file serial number.

C.8.8.10 The Contractor shall not remove any file from the file room if PALM is not operational and a chargeout is not possible. If a file request is made while PALM is non-operational, the Contractor shall direct requesters to the Government Rep. The Contractor shall not provide files in response to walkup requests unless the requester presents a PTO identification badge. If a request is made for an application search copy (pink folder) which currently is not housed in the file room, the Contractor shall direct the requester to the Government Representative. The Contractor shall release home copies (buff files) of applications or Article 20 folders only to employees of PCT; requests from non-PCT employees for Article 20 papers shall be referred to the Scientific and Technical Information Center.

C.8.8.11 The Government will place application files for refiling either at the designated location at the file room window or in one of the designated pickup/delivery locations. Files placed in the latter location will have a batch sheet indicating they are to be returned to the file room. In addition to the date on the batch sheet's date line, the Government will mark a.m. or p.m. to indicate during which regularly scheduled run the files will be picked up. The Contractor shall change each file's location in PALM and shall insert the file in the appropriate location in the file room. The properly completed batch sheet shall be returned to the Government during the next scheduled delivery. The Contractor shall insure that all applications are filed within 4 hours of their delivery to the file room or pickup during a regularly scheduled run.

C.8.8.12 The Government will batch documents by document type and final destination (i.e., file documents and leave files in file room or file documents and deliver files to requester); each batch will be a maximum of 50 documents. The Government will attach a batch sheet to each bundle of documents and will place the bundles in one of the designated pickup locations. The Contractor shall retrieve these batches during the next regularly scheduled pickup and shall file each document in the appropriate file within 8 hours of pickup. If after a reasonable search the Contractor cannot locate a requested file, the Contractor shall determine the application file's location using the US application number and PALM code 2952. If the application is not in the file room but is charged to another location in PCT, the Contractor shall deliver the documents to the designated delivery area closest to the location shown in PALM using a Documents Unable to be Filed Form (see Section J, exhibit 74). If the application is charged to a location outside of PCT, the Contractor shall attach the documents to the above form, enter the PALM location code information, and return the documents to the Government Rep. The Contractor shall return the properly completed batch sheet to the Government after processing of the batch is completed.

C.8.8.13 If the batch sheet requests delivery of files after document filing is complete, the Contractor shall change the PALM location for each file, date/time stamp the document batch sheet, attach the batch sheet to the bundle of files, and shall deliver the files on the next regularly scheduled delivery. The batch sheet for all batches where papers were inserted into the appropriate file and the file(s) remain in the file room shall be returned to the Government Representative at the end of each week.

C.8.8.14 If during the course of work in the file room the Contractor identifies a misfiled document, the Contractor shall promptly refile the document in the appropriate location.

C.8.8.15 The Contractor shall ensure that all application files are properly stored and shall perform such other housekeeping functions as are necessary to maintain an orderly, properly labeled file room wherein each file is stored in its appropriate area in correct sequence for easy location and retrieval. The Contractor shall shift files within the file room as necessary to insure adequate space and proper filing of application files and shall immediately notify the Government Representative if insufficient storage space or devices are available in the storage area. If during the course of filing the Contractor identifies misfiled documents/applications, the Contractor shall immediately retrieve and file them correctly.

C.8.8.16 Twice yearly (usually October and March) or as requested by the Government, the Contractor shall review all Article 20 folders housed in the file room and shall identify files whose priority filing date was 38 or more months before the review date. The Contractor shall remove these files from the shelves and shall review the contents of each file to insure they are accurately filed; any misfiled documents shall be promptly refiled in the appropriate location. The Contractor shall deliver the removed files to the designated location for review by the Government. After the Government has completed its review, the files will be returned to the Contractor who shall enter the appropriate information into the PALM system and/or the Article 20 data base. The Contractor shall place all removed files into burn bags and place the burn bags in the elevator lobby. The Contractor shall deliver a list of all files processed in accordance with this section to the Government. The Contractor shall insure all work under this section is completed within 3 weeks of project start.

C.8.8.17 Approximately June of each year, the Contractor shall remove from the file room those application files contained on a Government-provided list. The Contractor shall sort these files to serial number order, shall enter the appropriate location code into PALM, and shall box the application files in boxes provided by the Government. The Contractor shall tape a sheet of paper to each box identifying the serial number range contained therein and the box number. The Contractor shall notify the Government the boxes are ready for pickup by returning the signed and dated "pull list;" the boxes shall be stored in the file room until they are picked up by PTO's movers. The Contractor shall insure all work under this section is completed within 30 days of project start.

C.8.8.18 The Government will inspect the Contractor's work in accordance with the Inspection and Acceptance Plan set forth in Section E. The Contractor shall, within 8 work hours, correct any deficiencies identified during inspection.

C.8.9 ONAR FILE ROOM (CLINs 17b AND 18b)

C.8.9.1 Office of National Application Review (ONAR) file room maintenance has as its objective the control and ready retrieval of pending application files and the association of documents with those files. Currently, there are approximately 13,000 files housed in the ONAR File Room. Files are maintained in serial number order. Section J, exhibit 83 contains estimated work volumes.

C.8.9.2 The Contractor shall staff the ONAR File Room at all times on all regularly scheduled work days (normally Monday -through Friday) from 6:30 a.m. to 6:00 p.m. In addition, as requested by the Government, the Contractor shall staff the file room each evening for some or all of the hours between 6:00 p.m. and 8:00 p.m. and on Saturdays for some or all of the hours between

6:30 a.m. and 5:00 p.m. On any regular workday (i.e., Monday through Friday) when file room staffing between 6:00 p.m. and 8:00 p.m. is required, the Government will notify the Contractor no later than 2:00 p.m. of that day. If staffing of the file room is required on Saturday, the Government will notify the Contractor no later than 2:00 p.m. of the previous workday. The Contractor shall ensure that all contractor personnel working in the ONAR File room sign in and out of the area on the logs provided by the Government for this purpose.

C.8.9.3 The Government will establish central pickup/delivery locations for all work required under this line item. As required in the following sections, at 10:00 a.m. and 3:00 p.m. each workday the Contractor shall remove from and/or return to those locations the appropriate application files or other related materials. The Contractor shall record the date and time of each pickup on the Contractor's Daily Log Sheet--ONAR File Room (see Section J, exhibit 71) which will be provided by the Government at each designated pickup location. The completed log sheets will be collected by the Government Representative at the end of each week.

C.8.9.4 The Government will place application files requiring filing at the designated pickup locations) with an ONAR Filing Batch Sheet (see Section J, exhibit 78) identifying the required action. The Contractor shall pick up and deliver these files to the file room. The Contractor shall, upon return to the file room, promptly date/time stamp each batch sheet, change each application's location in PALM, and insert the file in the appropriate location in the file room. After all applications in a batch have been filed, the Contractor shall again time/date stamp the batch sheet. If PALM is non-operational, the Contractor shall notify the Government Representative and shall suspend all placement of applications until such time as PALM is operational. The Contractor shall insure that all applications are filed within 8 hours of pickup and shall return all completed batch sheets to the Government at the end of each biweek.

C.8.9.5 The Government will batch documents to be filed by final destination (i.e., file documents and leave files in file room or file documents and deliver files to requester); each batch will be a maximum of 50 documents. The Government will attach an ONAR Filing Batch Sheet to each bundle of documents and will place the bundles in one of the designated pickup locations. The Contractor shall retrieve these batches during the next regularly scheduled pickup and shall, upon return to the file room, time/date stamp each batch sheet. The Contractor shall insure each document is placed in the appropriate application within 8 hours of pickup. After processing of a batch is complete, the Contractor shall again time/date stamp the batch sheet. If after a reasonable search of the file room the Contractor cannot locate an application, the Contractor shall determine the file's location code contained in PALM, shall record the location of the application on a Documents Unable to be Filed Form (see Section J, exhibit 74), and shall associate the completed form with the documents.

C.8.9.6 If the batch sheet requests delivery of files after document filing is complete, the Contractor shall change the PALM location for each file, date/time stamp the document batch sheet, attach the batch sheet to the bundle of files, and shall deliver the files on the next regularly scheduled delivery. The batch sheet for all batches where papers were inserted into the appropriate file and the file left in the file room shall be returned to the Government Representative at the end of each week.

C.8.9.7 The Government will request retrieval of specific applications by placing an ONAR Application Request Form (see Section J, exhibit 79) in a designated pickup location. The Contractor shall retrieve file requests

during schedule pickups and shall, upon return to the file room, promptly date/time stamp the request(s). The Contractor shall retrieve each requested application, shall use the appropriate PALM code to charge out each application, shall date/time stamp the completed file request form, and shall deliver the request form and the applications to the appropriate location during the next regularly scheduled run. If after a reasonable search of the file room the Contractor is unable to locate a requested file, the Contractor shall verify the location code contained in PALM. If PALM shows a code for a location other than the file room, the Contractor shall note that code on the request form next to the appropriate serial number. If PALM is non-operational, the Contractor shall note that fact on the request form and shall continue processing.

C.8.9.8 The Government also will request retrieval of specific applications by forwarding an ONAR Application Request Form by way of a FAX transmission. The contractor shall retrieve each request form from the FAX machine as soon as transmission is complete, locate each requested file, use the appropriate PALM code to charge out the file, date/time stamp the completed FAX transmitted request form, and deliver the applications to the office of Initial Patent Examination Customer Service Center. If after a reasonable search of the file room the Contractor is unable to locate a requested file, the Contractor shall verify the location code contained in PALM. If PALM shows a code for a location other than the file room, the Contractor shall note that code on the request form next to the appropriate serial number. If PALM is non-operational, the Contractor shall note that fact on the request form and shall continue processing. If no files are located, the Contractor shall FAX the annotated request form to the Customer Service Center. The Contractor shall insure that all applications are delivered within 15 minutes of receipt of the FAX transmission. The Contractor shall return completed FAX request forms to the Government at the end of each week.

C.8.9.9 The Government also will request retrieval of specific files by delivering an ONAR Application Request Form to the File Room Window. The Contractor shall process all such requests in accordance with the previous section C.8.9.7. and shall ensure that applications are available for pickup within 1 hour of receipt request.

C.8.9.10 As directed by the Government Representative, the Contractor shall locate and remove from the storage area those application files listed on a Government-provided report. The Contractor shall retrieve the requested applications, enter the appropriate location code into PALM, place the applications on a cart, and deliver the applications to the location specified by the Government within 8 work hours of receipt. For any application file that cannot be located in the File Room, the Contractor shall verify the location code contained in PALM and shall note that code on the Government-provided report.

C.8.9.11 The Contractor shall ensure that all application files are properly stored and shall perform such housekeeping functions as necessary to maintain an orderly, properly labeled file room wherein each file is stored in its appropriate area in correct sequence for easy location and retrieval. The contractor shall shift applications within the file room as necessary to insure adequate space and proper filing of application files and shall immediately notify the Government -Representative if insufficient storage space or devices are available in the storage areas.

C.8.9.12 During April and October of each year, the Contractor shall conduct a full inventory of the file storage room contents by entering the information for each application file into the PALM system.

C.8.9.13 The Government will inspect the Contractor's work in accordance with the Inspection and Acceptance Plan set forth in Section E. The Contractor shall, within 8 work hours, correct any deficiencies identified during inspection at no additional cost to the Government.

C.8.10 RESERVED

C.8.11 INITIAL APPLICATION PROCESSING (CLIN 21)

Each day the PTO receives thousands of pieces of mail, much of it pertaining to new and pending US and PCT patent applications. An estimated daily average of 8,000 documents must be opened, reviewed, sorted, placed in application folders, or otherwise processed to prepare them for examination.

C.8.12 OIKE DOCUMENT SORTING AND ROUTING (CLIN 21a)

C.8.12.1 Several times each day mail is delivered to the OIKE initial processing area by the PTO mailroom. This mail is divided into new applications and "flat work" (i.e., application-related and other miscellaneous documents). The contractor shall complete sorting and routing of all non-fee mail within 2 workdays and all fee mail within 3 workdays (including 1 day for RAM processing) of its receipt date. A quality and accuracy level of 100% is required.

C.8.12.2 The contractor shall open all envelopes containing "flat work," shall remove the contents, and on each document shall record in the upper left corner of the first page of each document the mail received date shown on the envelope. If multiple documents are bound together, the contractor shall keep the documents together but shall record the mail received date on the first page of each unique document. The contractor shall determine the routing for each document and shall indicate its destination either by writing it in the upper right corner of the document or by highlighting the Group/AU information contained in the cover letter. All routed mail shall be sorted according to destination and placed in the designated locations.

C.8.12.3 For each newly received application the contractor shall determine the correct mail date and shall affix a monarch date label to the upper left corner of the first page of the first document in the application. After determining the type of application, the contractor shall note the type in the upper right corner of the first application document. After insuring the application documents are securely bundled together, the contractor shall place them in mail tubs for delivery to the appropriate location.

C.8.12.4 The Government will inspect the contractor's work in accordance with the Inspection and Acceptance Plan set forth in Section E. The contractor shall immediately correct any deficiencies identified during inspection at no additional cost to the Government.

C.8.12.5 The contractor shall staff the Customer Services Window from 8:30 a.m. until midnight each workday unless otherwise directed by the Government. Mail received at the window will be immediately forwarded to the open/sort staff for opening and routing. If a customer presents a receipt and requests that it be date stamped, the contractor shall review the presented materials to insure they **match exactly** what is listed on the receipt. Any discrepancies must be noted on the receipt prior to stamping the current day's date on the receipt.

C.8.13 PCT DOCUMENT SORTING AND ROUTING (CLIN 21b)

C.8.13.1 Several times each day, mail is delivered to the PCT Office by the PTO mailroom. The contractor shall complete sorting and routing of all mail within 3 work days of its receipt date. The contractor shall insure accurate mail dates are assigned to all newly received mail and shall take appropriate actions to insure all application papers remain together with postcards and checks securely attached.

C.8.13.2 The contractor shall open and review each piece of incoming mail to determine whether it is a new application, application-related documents, or miscellaneous materials. Each piece of mail shall be removed from its envelope and stamped with the appropriate mail date.

C.8.13.3 The contractor shall determine whether a new application is a Chapter I or Chapter II international application or a national stage application and shall forward each to the appropriate location for further processing; however, international and national stage applications filed together shall be kept together. If multiple applications are received with one cover letter, the contractor shall keep all applications bundled together but shall date the cover letter and each application. A national stage application shall be inserted into an application folder to which a serial number label has been affixed and PALM code 1669 will be used to activate the serial number.

C.8.13.4 Application-related documents will first be sorted application type (i.e., Chapter I, Chapter II, or national). Documents for national stage applications are then forwarded for RAM processing if a check is present, placed for pickup by Legal if the document is a petition, or placed on the appropriate shelf for processing by one of the Teams.

C.8.13.5 After opening and dating miscellaneous, non-application-related mail, the contractor shall sort and deliver this mail to the locations designated by the Government. The contractor is not required to open obvious advertising or other "junk" mail but may place the date stamp on the envelope.

C.8.13.6 The Government will inspect the contractor's work in accordance with the Inspection and Acceptance Plan set forth in Section E. The contractor shall immediately correct any deficiencies identified during inspection at no additional cost to the Government.

C.8.14 OIPE FILE ASSEMBLY (CLIN 21c)

C.8.14.1 New applications shall, as nearly as possible, be processed in mail receipt date order. The contractor shall retrieve new applications from the holding shelves, determine the application type, and prepare the appropriate new file jacket for each application. Preparation of file jackets for all new applications must be completed within 5 workdays of the date the mail is physically received in the PTO. Serial number labels will be provided by the Government; monarch labels shall be generated by the contractor as required, using equipment provided by the Government.

C.8.14.2 After affixing the appropriate serial number label to the file jacket, the contractor shall identify and separate documents to be scanned and those not requiring scanning, inserting separator sheets as directed by the Government. A monarch label shall be affixed to the first page of each document which will not be scanned. Documents to be scanned shall be clipped together after all staples and paper clips have been removed.

C.8.14.3 If an application contains an applicant-provided receipt postcard, the contractor shall affix a monarch date label to the postcard, verify that the monarch label date on the postcard agrees with the monarch label date on the application documents and that both are the correct date, verify the application contents against the contents listed on the postcard, note any missing documents on the postcard and the application Transmittal Letter, verify the postcard has a mailing address and postage, and place the postcard in the outgoing mail. If a postcard does not contain a return address, the contractor shall locate the address in the Transmittal Letter or the Declaration and shall properly address the postcard. If the postcard is addressed to the PTO, the contractor shall affix a white label over the PTO mailing address and properly address the postcard for return to the applicant's attorney or the applicant. If no postcard was provided by the applicant, the contractor shall verify the application's contents against the Transmittal Letter and note any missing items on that letter.

C.8.14.4 After removing assignment forms and related fees and forwarding them to the Assignment Branch, the contractor shall assemble the application documents and shall insert the documents under the flap in the middle of the file jacket, using rubber bands as necessary to secure the folder. If an application is too large to fit into a file jacket, the contractor shall place at least the specification and the claim in the application folder and, using rubber bands, shall secure the file jacket and the remainder of the application together; monarch labels shall be affixed to any boxes or other containers housing applications.

C.8.14.5 The contractor shall remove computer disks from sequence applications and shall deliver the disks to the Scientific and Technical Information Center (STIC) at least once each day, retrieving any completed sequence reports while in STIC. Upon returning to the OIPE processing area, the contractor will associate any complete sequence reports with the appropriate application file.

C.8.14.6 After completing all file preparation tasks, the contractor shall use a PALM terminal to activate each application's serial number and to charge the file to the next processing step. Files which have been properly activated and charged out shall be placed in the designated location for pickup.

C.8.14.7 The Government will inspect the contractor's work in accordance with the Inspection and Acceptance Plan set forth in Section E. The contractor shall immediately correct any deficiencies identified during inspection at no additional cost to the Government.

C.8.15 PCT FILE ASSEMBLY (CLIN 21d)

C.8.15.1 A minimum of three times daily, the contractor shall go to the designated pickup location(s) and retrieve new application papers requiring serialization. The contractor shall ensure that all application papers are processed and returned to the designated delivery location within 8 work hours of pickup.

C.8.15.2 The contractor shall review the application documents to determine who is the designated searching authority. Based on this information, the contractor shall prepare the correct file jacket(s), affixing the appropriate bar-coded serial number label to each jacket and performing the appropriate PALM transaction to activate the serial number.